

We are seeking a Chief of Staff (part-time)

Location: Heidelberg, Germany

Reports to: CEO

The Role

You'll help our founders stay focused and organized by driving strategic execution, tracking priorities, and preparing board and investor materials. You'll ensure steady progress across commercial, fundraising, and product initiatives by improving processes and removing bottlenecks. Working closely with the CEO and leadership team, you'll coordinate meetings, streamline communications, and align the company on key goals. This role is ideal for someone looking to grow into a full-time position after our spin-out in early 2026.

About You

- Master's degree in business, finance, life sciences, or related field; consulting experience is a plus.
- Proficient in MS Office (advanced Excel), Canva, Notion, and familiar with project management tools (e.g., Asana, Trello, Jira).
- Experience with analytics tools like Google Analytics, Tableau, or Power BI is a bonus.
- Strong English communication and interpersonal skills; German, French, or Spanish a plus.
- Exceptional project management and organizational skills with a proactive, detail-oriented mindset.
- Strategic thinker who manages complex details precisely with above average analytical skills.
- Comfortable with ambiguity and adaptable to shifting priorities.
- Startup or fast-growth experience, especially in healthtech, biotech, or medical devices, is a plus but not required.

Our Offer

Enjoy flexible work arrangements with a part-time (50-75%) commitment. Become part of a diverse, inclusive, and entrepreneurial team driving innovation in diagnostics. Until our planned spin-off from the Max Planck Institute in Q1 2026, employment terms adhere to public sector standards with negotiable benefits, and compensation follows the TVöD Bund public service pay scale, aligned with your experience and qualifications.

About QuantiLight

QuantiLight, anchored at the Max Planck Institute for Medical Research, is developing a portable blood testing platform that delivers lab-accurate results in 15 minutes at the point of care or at home. Our technology aims to transform patient care and decentralized clinical trials by enabling rapid, accessible diagnostics.

How to Apply

Please send your CV to careers@quantilight.com. Application deadline: **August 8th, 2025**.

We welcome candidates of all backgrounds and identities, and encourage applications from anyone with the legal right to work and live in Germany.